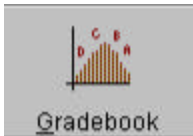


SIS2000+ TRAINING MANUAL

Gradebook

Preparing for Gradebook



Prerequisites

In order to begin preparing for Gradebook, you must have your faculty scheduled to teach courses in the Master Schedule and students assigned to those courses.

Purpose

Preparing for Gradebook involves populating tables in the Table Editor that are directly related to Gradebook, setting up the Mark Values in the Mark Reporting Application and making sure the courses in the Master Schedule are appropriately setup to have grades assigned to them. The final step in preparing for Gradebook involves having the Database Administrator for your school or district run a SQL script against your database to define the preferences for Gradebook. All of these are administrative tasks, and will never be done by the teachers using the Gradebook application.

Training Objectives

- Use the Table Editor to set up Mark Set Type Codes and the zscoreas table.
- Define Mark Values.
- Choose Gradebook options for courses in the Master Schedule.

For further information refer to Help:

Available through the NeTel website at:

Preparing for Gradebook:

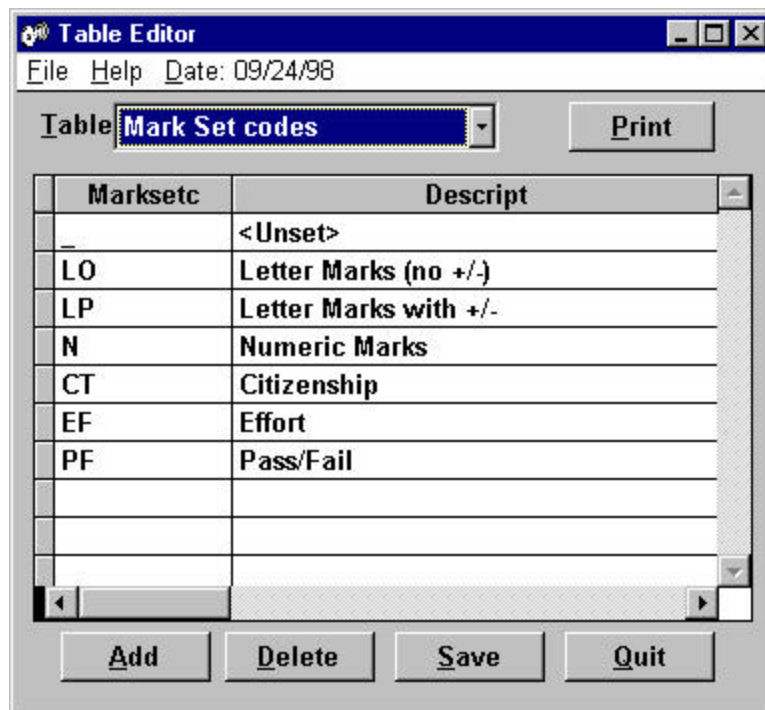
Table Editor Setup-

Before you can use the Gradebook application, there are two tables that need to be set-up through the Table Editor under the System Menu. The tables are shown and described below:

Mark Set Codes table:

The first table you will want to set-up is the Mark Set Codes table. This table holds the types of Mark Sets that will be available for the courses.

Go to System, Table Editor and scroll down until you come to the Mark Set Codes table. Here you will want to define all the possible types of Mark Sets you can have for you courses. Below is an example of a populated Mark Set Codes table:



The screenshot shows a window titled "Table Editor" with a menu bar containing "File", "Help", and "Date: 09/24/98". Below the menu bar is a "Table" dropdown menu set to "Mark Set codes" and a "Print" button. The main area contains a table with two columns: "Marksetc" and "Descript". The table is populated with the following rows:

Marksetc	Descript
	<Unset>
LO	Letter Marks (no +/-)
LP	Letter Marks with +/-
N	Numeric Marks
CT	Citizenship
EF	Effort
PF	Pass/Fail

At the bottom of the window are four buttons: "Add", "Delete", "Save", and "Quit".

You may want to add to or delete from the above suggestions.

Don't forget to resize the Table Editor screen, or scroll to the right, and set up all of the information needed in the table. (See below).

Table Editor File Help Date: 09/24/98

Table **Mark Set codes** Print

Isnumeric	Speedexprs	Snhide	Snsort
.NULL.	0	0	1
0	0	0	1
0	0	0	2
1	0	0	2
0	0	0	3
0	0	0	3
0	0	0	4

Add Delete Save Quit

Once you have finished, scroll through the table list until you come to the zscoreas table.

Zscoreas table:

The next table you will want to set-up is the zscoreas table. This table holds the types of Grading Options you may want to have for each mark. Below is an example of a populated zscoreas table:

Table Editor File Help Date: 09/24/98

Table **zscoreas** Print

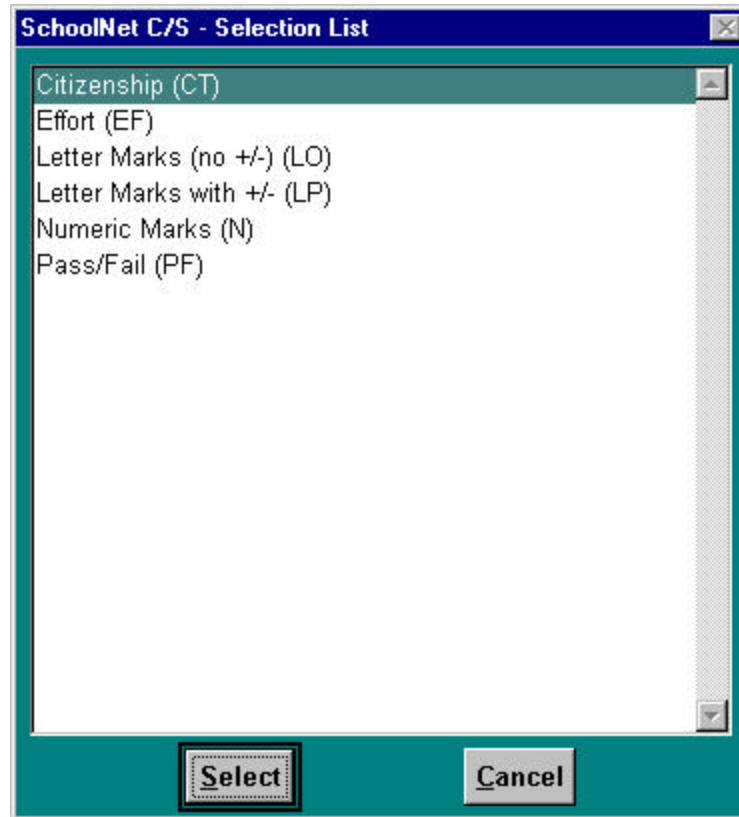
Scoreasc	Descript
C	Comment
E	Excuse Student from Task
L	Late Submission
Z	Zero Score

Add Delete Save Quit

Again, don't forget to scroll to the right and set up all of the information needed in the table.

Mark Values Set-up:

The next step is going into Mark Reporting and setting up the Mark Values. From the main menu click on Mark Reporting and then Mark Values. When the screen comes up, click on List and you will get a listing of the Mark Set Codes you just defined in the Table Editor.



Select one of the Mark Sets and define it by filling in all of the information needed. Again, don't forget to scroll to the right to fill in all of the information. Below is an example. Remember that your school may have a different grading scale, therefore, your definitions may be different.

Claremont High School - Master Schedule Editor

File Help Date: 09/25/98

Show by Faculty Show by Cycle Show by Course

Track T 301 1997/1998 Term Semester 1 Cycle Standard Day

Course 012323 - Art III, Section 2 -- Section Size=30, TA Section Size=0
 SEGMENT: Term=Semester 1, Segment=Standard Day, Period=2
 0 students scheduled

Faculty	Period 1	Period 2	Period 3	Period 4	Period LU
Adams, Monique [173663]					
Administrator, System [10]	012323-3	012323-2			
Akman, Frank Anthony [5]	ISF2-2	QD11-18	HH02-2	QD11-3	QD11-4
Aleman, Brent [373]		EC21-2	EC21-3	EC13-1	EC13-2
Ali, M Kathleen [530]				RM11-2	RR11-1
Allen, Michael L [376]	PP11-1				
Anderson, James R [5485]	VB81-1		VB41-1	VB41-2	VB61-1
Anderson, Paula R [4863]					
Andrade, Another [56313]					
Andrew, Debra [5582101]					
Andrus, Manuel B [56182]	ME51-1	ME51-2	ME41-1		ME11-1

Print List Delete Edit Add Quit

Highlight the course by clicking on it. Next, click on Edit.

When the description of the course comes up Scheduling Course will already be checked off, leave it as it is. You will want to make sure that the following options are also checked off in order for Gradebook to work correctly:

Scan Gradebook
 Assign Grades

If you are going to use the SchoolNet transcript, you should check off Post to History.
 If you are going to use the SchoolNet Progress Reports and Reports Cards, you should also check off Scan Progress Reports and Scan Report Cards.

The following is an example:

Save your changes.

You will need to go into every course (that you want to keep Marks for in Gradebook) and be sure those options are checked off.

SQL:

The final step in preparing for Gradebook should only be done by a Data Base Administrator who is very familiar with SQL.

The DBA needs to run the following SQL scripts against each database in order to set up the use of the preferences in Gradebook.

```
delete from snprfdef
where snapp = 'gradbook'
```

```
insert into snprfdef
(prfuniq, snapp, prfname, prfatype, issingular, prfnotes)
select nextuniq, 'gradbook', 'gbkabbrlen', 'U',
0, 'GradeBook Abbreviation Heading Size'
from snuniq
where tblname = 'snprfdef'
```

```
update snuniq
set nextuniq = nextuniq + 1
where tblname = 'snprfdef'
```

```
insert into snprfdef
(prfuniq, snapp, prfname, prfatype, issingular, prfnotes)
select nextuniq, 'gradbook', 'gbkcalc2today', 'U',
0, 'GradeBook Calculate Grade from Tasks through Today'
from snuniq
```

```
        where tblname = 'snprfdef'
update snuniq
  set nextuniq = nextuniq + 1
  where tblname = 'snprfdef'

insert into snprfdef
  (prfuniq, snapp, prfname, prfatype, issingular, prfnnotes)
  select nextuniq, 'gradbook', 'gbkgradescaledefaults', 'U',
         0, 'GradeBook Assign Grading Scale Defaults'
  from snuniq
  where tblname = 'snprfdef'
update snuniq
  set nextuniq = nextuniq + 1
  where tblname = 'snprfdef'
```
